



NATIONAL ENDOWMENT FOR THE

Humanities

DIVISION OF PUBLIC PROGRAMS

MEDIA PROJECTS: PRODUCTION GRANTS

Deadline: January 14, 2015 (for projects beginning August 2015)

The Division of Public Programs accepts applications for the two Media Projects programs at two deadlines a year: in January and August.

Catalog of Federal Domestic Assistance (CFDA) Number: 45.164

Items referred to in this document needed to complete your application:

- ☐ Budget instructions
- ☐ Budget form
- ☐ Grants.gov application package and instructions

Also see the **application checklist** at the end of this document.

Questions?

Contact the staff of NEH's Division of Public Programs at 202-606-8269 or publicpgms@neh.gov. Hearing-impaired applicants can contact NEH via TDD at 1-866-372-2930.

Submission via Grants.gov

All applications to this program must be submitted via Grants.gov.

To submit an application via [Grants.gov](https://www.grants.gov), you must have an active Entity record in the [System for Award Management](#) (SAM). Entity records must be updated at least annually. We strongly recommend that you update (or, if necessary, create) your SAM Entity record at least four weeks before the application deadline, and that you complete or verify your registration at least two weeks before the application deadline.

I. Program Description

NEH's Division of Public Programs supports activities that engage millions of Americans in understanding significant humanities works and ideas. At the center of every NEH-funded public humanities project is a core set of humanities ideas developed by scholars, matched to imaginative formats that bring those ideas to life for people of all ages and all walks of life. Projects must be analytical and deeply grounded in humanities scholarship in a discipline such as history, religion, anthropology, jurisprudence, or art history. (You can find a more detailed description of the humanities [here](#).) NEH is a national funding agency, so the projects we support must demonstrate the potential to attract a broad, general audience. We welcome humanities projects tailored to particular groups, such as families, youth (including K-12 students), teachers, seniors, at-risk communities, and veterans, but they should also strive to cultivate a more inclusive audience.

Media Projects grants support the following formats:

- **film and television projects; and**
- **radio projects.**

Film and television projects may be single programs or a series addressing significant figures, events, or ideas. Programs receiving production grants may be either broadcast or disseminated online. But in either case they must be intended for national distribution. The Division of Public Programs welcomes projects ranging in length from short-form to broadcast-length video.

Radio projects may involve single programs, limited series, or segments within an ongoing program. They may also develop new humanities content to augment existing radio programming or add greater historical background or humanities analysis to the subjects of existing programs. Programs receiving production grants may be either broadcast or disseminated online. They may be intended for national or regional distribution.

NEH encourages projects that engage public audiences through multiple formats in the exploration of humanities ideas. Proposed projects might include complementary components to a film, television, or radio project. These components should deepen the audience's understanding of the subject in a supplementary manner: for example, book/film discussion programs, websites, mobile applications, museum exhibitions, or podcasts.

If you seek to produce a digital project that is independent of a film, television, or radio project, you should apply to the [Museums, Libraries, and Cultural Organizations: Implementation Grants](#) program. Please contact a Division of Public Programs program officer if you have questions about which grant program best fits your project.

To be competitive, applicants must have a solid command of the major humanities scholarship on their subject, have clarified the ideas that the project will consider, and have consulted with a team of scholarly advisers to work out the intellectual issues that the program will explore. The team of scholars must represent major fields relevant to the subject matter and offer diverse

perspectives and approaches. As needed, the project team may also include other participants with experience and knowledge appropriate to the project's formats or technical requirements.

Grant categories

Development grants enable media producers to collaborate with scholars to develop humanities content and to prepare programs for production. Grants should result in a script and should also yield a detailed plan for outreach and public engagement in collaboration with a partner organization or organizations. See application guidelines for [Development Grants](#).

Production grants support the production and distribution of films, television programs, radio programs, and related programs that promise to engage the public. Film, television, and radio projects that are disseminated only online are supported at the production stage but not at the development stage.

Chairman's Special Awards (up to \$1 million) are offered for projects of exceptional significance, audience reach, and complexity. A Chairman's Special Award project should examine important humanities ideas in new ways and promise to reach extremely large audiences. These goals can often be accomplished through combining a variety of program formats, forming creative collaborations among diverse institutions, and significantly expanding the scope and reach of the project. Note that Chairman's Special Awards are offered only at the production stage—not at the development stage.

All projects should

- build on sound humanities scholarship;
- deepen public understanding of significant humanities questions;
- approach a subject analytically and interpretively through an appropriate variety of perspectives;
- encourage dialogue and discussion;
- involve consultation with humanities scholars in all phases of development and production;
- involve appropriate media professionals, especially a producer, director, writer, or interactive designer
- appeal to broad regional or national audiences; and
- employ appealing and accessible program formats that will actively engage the general public in learning.

Production grants may be used for

- production and distribution of films, television programs, and radio programs;
- meeting with scholars;
- research and script refinement; and
- outreach activities and public engagement.

Grants for Media Projects may not be used for

- digital projects that are independent of a film, television, or radio program;
- dramatic adaptations of literary works;
- projects that will satisfy requirements for educational degrees or formal professional training;
- projects intended primarily for students in formal learning environments (though projects may include components that can be used in classrooms);
- general operations, renovation, restoration, rehabilitation, or construction of station or production facilities;
- general operating costs;
- preservation or cataloging of materials and collections;
- programs designed to persuade audiences of a particular political, religious, or ideological point of view; or
- projects that advocate a particular program of social or political action.

NEH funds may not be used to support obscene, libelous, indecent, or defamatory content (including hate speech, personal attacks, or material constituting harassment).

Humanities and science and technology

The humanities offer significant insight into scientific discovery, scientific thinking, and the historical, cultural, and ethical implications of various technologies. The Division of Public Programs encourages projects that examine connections between the humanities and science and technology. Projects might, for example, provide the historical and social contexts for

scientific developments. They might illuminate how science is produced and scientific information is consumed, analyze how technological innovation helps reshape our understanding of our place in the world, or discuss the ethical and political implications of scientific and technological developments. Proposals must demonstrate sound humanities and science scholarship. Projects must involve collaboration between the project team and advisers drawn from both the humanities and the sciences.

Standing Together: The Humanities and the Experience of War

NEH also welcomes proposals for projects that focus on the history, experience, or meaning of war and military service. Humanities disciplines such as history, literature, philosophy, and the study of religion can deepen our understanding of war and military service both historically and in our own time. The study of the humanities can also lend perspective to veterans' understanding of their military service and can facilitate veterans' return to civilian life. All projects supported by NEH must be informed by scholarship and insights from the humanities.

More information about this special initiative is available [here](#).

All applications will be given equal consideration in accordance with the program's evaluation criteria, whether or not they examine connections between the humanities and science and technology or respond to the Standing Together initiative.

EDSITEment

The Media Projects program supports the creation of curricular materials and educational resources that are components of larger projects for public audiences. NEH's [EDSITEment website](#) is a respected source of educational materials for the classroom. We encourage applicants to create resources that would be appropriate for publishing on EDSITEment or promotion through EDSITEment.

Providing access to grant products

As a taxpayer-supported federal agency, NEH endeavors to make the products of its awards available to the broadest possible audience. Our goal is for scholars, educators, students, and the American public to have ready and easy access to the wide range of NEH award products. All other considerations being equal, NEH gives preference to those projects that provide free access to the public. For the Media Projects program, such products may include film, radio and television programs, and complementary digital media components. Detailed guidance on access and dissemination matters can be found in the "Distribution expectations and rights" section below.

Evaluation

Once production is completed, NEH requires a final report that assesses how well the project met its goals to educate and engage the public. Information on the project's reach (size of audience) and impact must be part of this final report. NEH particularly wants to know how fully the project met its stated learning goals and how audiences were more deeply engaged in thinking about humanities ideas and questions as a result of the project.

Acknowledgment of NEH support

NEH requires crediting for any program based on or incorporating the materials created with these awards, including any works derived from those materials.

Distribution expectations and rights

Once production is completed, NEH expects that projects will be offered for distribution to broad public audiences, so that the American public will have ready and easy access to the products of NEH awards. NEH must approve all distribution arrangements before they are finalized.

NEH requires grantees producing a film or television program to submit a trailer along with the finished film or program; the trailer or the complete film may be streamed for a limited time on the NEH website.

While the grantee owns the rights to the products of the grant, such as program scripts and radio and television programs, NEH reserves a nonexclusive and irrevocable right to use materials produced under a grant and to authorize others to use these materials for federal purposes. Grant recipients are expected to provide upon request copies of NEH-funded films to the Department of State at the cost of reproduction and shipping; no royalties or other fees may be charged. These films will be shown by American embassies to audiences free of charge through the Department of State's "American Spaces" program, which seeks to engage audiences abroad in order to build mutual trust and respect.

For more information on NEH's rights to grant products, please see [Article 23 of the General Terms and Conditions for Awards](#).

Program income

Award recipients are required to report income earned from grant products during the grant period and for seven years following the end of the grant. In addition, a percentage of income earned during this period must be returned to NEH. The percentage is based upon the proportion of NEH support of the total project costs. For further information, please see the [NEH Program Income Policy](#).

II. Award Information

Awards last for one to three years and may range from \$100,000 to \$650,000. In rare circumstances, **Chairman's Special Awards** of up to \$1 million are available for projects that will reach an exceptionally large audience.

Successful applicants will be awarded a grant in outright funds, matching funds, or a combination of the two, depending on the applicant's preference and the availability of funds.

(Learn more about [different types of grant funding](#).)

Cost sharing

Cost sharing includes cash contributions to a project by the applicant and third parties, as well as in-kind contributions, such as donated goods and services. Cost sharing also includes gift money raised to release federal matching funds. Although a specific dollar amount or percentage of cost sharing is not required, the program is rarely able to support the full costs of projects approved for funding.

Funding commitments

Successful applicants will be required to have commitments for the full funding of the project budget before grant funds are released and production begins.

Other award information

A grant from NEH for one stage of a project does not commit NEH to continued support for the project. Applications for each stage of a project are evaluated independently.

III. Eligibility

Any U.S. nonprofit organization with IRS tax-exempt status is eligible, as are state and local governmental agencies and federally recognized Indian tribal governments. Individuals are not eligible to apply. Independent producers who wish to apply for NEH funding must seek an eligible organization to sponsor the project and submit the application to NEH. Under this arrangement the sponsoring organization is considered the grantee of record and assumes all attendant responsibilities of a grantee organization.

NEH generally does not award grants to other federal entities or to applicants whose projects are so closely intertwined with a federal entity that the project takes on characteristics of the federal entity's own authorized activities. This does not preclude applicants from using grant funds from, or sites and materials controlled by, other federal entities in their projects.

Applicants are not required to obtain a development grant before applying for a production grant. Applicants may not, however, submit multiple applications for the same project at the same deadline. If an application for a project is already under review, another application for the same project cannot be accepted by this or any other NEH grant opportunity.

Late, incomplete, or ineligible applications will not be reviewed.

IV. Application and Submission Information

Application advice and proposal drafts

Please keep in mind that the Division of Public Programs funds content first and format second. In other words, your application must convey a solid grasp of its subject and the related scholarship. Tell us why your subject matters and demonstrate that the proposed formats are a good match for it. Don't leave it to the reader to make connections that should be explicit.

You are encouraged to contact program officers, who can answer questions about the review process and review preliminary drafts. NEH recommends that drafts be submitted at least six weeks before the deadline, so that staff will have adequate time to respond. A response cannot be guaranteed if drafts arrive after this date.

Staff comments are not part of the formal review process and have no bearing on the final outcome of the proposal, but previous applicants have found them helpful in strengthening their applications. Draft proposals are optional; if you choose to submit one, send it as an attachment to publicpgms@neh.gov.

Applicants are also encouraged to examine the sample narratives from previously funded projects, which are available on the [program resource page](#).

HOW TO PREPARE YOUR APPLICATION

The following required elements must be submitted through Grants.gov.

1. **Table of contents**

List all parts of the application with corresponding page numbers.

2. **Narrative**

The narrative portion of the proposal should not exceed **twenty** single-spaced pages, with one-inch margins. You should use at least eleven-point type.

The narrative should contain the following, in this order.

- A. **Nature of the request:**

State in one or two paragraphs the subject and format of the project, the amount of money requested from NEH, the anticipated total budget for the production of the project, and whether you are applying for a development grant or a production grant. In addition, briefly describe any multiformat components to be developed.

If support is requested for one program in a radio or television series, indicate the number and length of programs planned for the series. Also indicate where the proposed program fits into the overall series and the total projected cost to produce the series.

B. Program synopsis:

In less than one page, describe how the program will unfold from beginning to end. You should describe the program in more detail in the “Script, detailed treatment, and/or design document” section of the application (item 3, below).

C. Humanities content:

Identify the humanities ideas, themes, and questions that the project will address. Explain the subject’s significance to the humanities and discuss the humanities scholarship that informs the project. (In the Frequently Asked Questions document, which is available on the [program resource page](#), see the question about humanities themes.)

D. Project format:

Describe the program’s audio-visual style and approach. For example, from what perspective will the program tell its story? Will it use re-creations, dramatizations, animation, or other techniques?

In explaining the program’s approach, briefly describe the most important resources available for the project, including interviews, archival materials, and other audio and visual materials. (You will be able to provide a detailed list of materials near the end of the narrative. See section N of the instructions for the narrative, below.) If applicable, also describe dramatizations and/or animation techniques that the project would incorporate.

If you are requesting funding for a digital component that would complement the project, describe the component’s user experience, technical framework, and educational elements. Explain how the digital component will expand the audience’s understanding of and engagement with the project’s humanities content.

If there are other productions on similar or related subjects, explain how the project will make a new contribution.

If you are applying to repurpose content that has already been released, discuss the rationale for the project, describe the value to be added to this content for audiences, and explain how new audiences would be reached.

Applicants may provide visuals, including screenshots for digital components, in the “Images” attachment below.

E. Audience and distribution:

Describe the expected audience and present a distribution plan for reaching this audience. The plan should detail how the grant product might be broadcast and subsequently streamed on the Internet. If applicable, discuss partnerships that would help publicize the project. If you have received a letter of interest or commitment from a broadcaster or distributor about your project, include the letter in item 7 of the application, which is discussed below.

F. Project evaluation:

NEH requires a final report that assesses how well the finished project met its goals to educate and engage the public. Information on the project's reach (size of audience) and impact must be included in this final report. NEH particularly wants to know how fully the project met its stated learning goals and how audiences were more deeply engaged in thinking about humanities ideas and questions as a result of the project.

Explain fully how you will evaluate the reach and impact of your project upon completion. Your evaluation plan should be integrated into your project narrative, work plan, and budget.

G. Rights and permissions:

Indicate who controls the rights to the materials to be used. Discuss the potential for obtaining permissions to use materials and the likely costs of obtaining permissions and clearing the rights.

H. Humanities advisers:

List the humanities advisers and briefly discuss the rationale for their choice and the specific contributions that each adviser will make to the project's content. The application's work plan and budget should specify the advisers' contributions to the project. Include résumés (of two pages or less) for each person listed and letters of commitment from all in a separate attachment (see the instructions for item 7 of the application below).

I. Media team:

Provide information about the principal members of the media team. In a paragraph, summarize each person's qualifications and contributions to the project. Discuss the media team's experience and suitability for the proposed project. Include résumés (of two pages or less) for each person listed and letters of commitment from all in a separate attachment (see the instructions for item 7 of the application below).

J. Progress:

Discuss the work that has been accomplished to date on the project. Indicate the remaining work that will be done during the NEH grant period. If the request is for a program in a broadcast series, indicate how much of the work on the entire series has been completed and what remains to be done.

K. Work plan:

Provide a detailed, month-by-month schedule of the major work to be done during the grant period, the amount of time it will require, and the specific people involved. Be especially clear about when the meetings of the media team with the scholars and other consultants will occur and how these activities will advance the project.

L. Fundraising plan:

Specify the source and amount of all funds raised to date for all aspects of the program and related projects. Include information about any previous NEH grants, as well as support for this project received from state humanities councils, foundations, individuals, and other sources. Estimate the project's total cost, and discuss specific plans for raising funds from outside sources to cover the costs that will exceed NEH support. Discuss plans for the sale of rights for distribution.

M. Organization profile:

Describe briefly the applicant institution and, if different, the production organization. Provide information about each organization's aims, origin, special characteristics, current activities, and experience with humanities programs. Each profile should be only one paragraph.

N. List of collections of materials to be used by the project

O. Preliminary interviews

If you have conducted preliminary interviews, include a list of those who have been interviewed.

3. Script, detailed treatment, and/or design document

A script is required for films and television programs. A detailed treatment of at least two episodes is required for radio programs. The script or treatment should not exceed **thirty** pages per hour of the proposed program. It should describe how the program will unfold, from start to finish. The script or treatment should demonstrate how the story line or narrative of the program combines the principal materials available for the program and integrates the analysis and interpretive content. If you are requesting

support for all or part of a television or radio series, include at least one complete script and shorter (five-page) treatments describing each of the remaining episodes.

You may use published humanities scholarship, archival resources, and preliminary interviews that you have conducted as the foundation for your script or detailed treatment. Please clearly identify the sources that inform the script or treatment.

If you are proposing a project that examines contemporary culture and issues, the script should clearly identify the footage that you have already shot, the preliminary interviews that you have already conducted, and the scholarly research that would serve as the foundation for your program.

If you are applying for a film, television, or radio project that will be distributed only online, please provide a design document in a separate attachment. Instructions for the design document are available on the [program resource page](#).

If your design document is best viewed on a website or on a DVD, please provide the URL or include a brief description of the material on the DVD. If you are submitting a DVD, please see the instructions in the “How to Submit Samples” section below.

4. Images (if applicable)

You may include images with your application. You should group these images in a single attachment. Include in this attachment a list of images.

5. User-generated content (if applicable)

If the project includes user-generated content, describe how it will add to the humanities content and explain the criteria and process to be used for selecting and monitoring the content that will be made available to the public. Describe the policies and process to be used to prevent the dissemination of obscene, libelous, indecent, or defamatory content (including hate speech, personal attacks, or material constituting harassment).

6. Bibliography

Include a short bibliography of the humanities scholarship that significantly informs the project.

7. Résumés and letters of interest and commitment

List on one page the media team and humanities advisers, using the following format: Joan Smith (American studies, University of Maryland), or John Smith (producer, ABC Films). Include résumés (of two pages or less) for and letters of commitment from the key persons on the media team and all consultants (including humanities advisers or scholars). Also include letters of commitment from all participating organizations. In

addition, if you have received a letter of interest or commitment from a broadcaster or distributor about your project, include the letter as part of this item.

8. **Description of a sample**

All applicants must submit a work sample by the project team that best represents the audio and/or visual approach and format of the project under review. The work sample should also demonstrate the experience and qualifications of the media team to produce the proposed project successfully.

Applicants for production grants must include a completed work. They may submit in addition a trailer or a work in progress.

If a pilot program from a proposed series exists, it must be submitted as the sample.

If funding is requested for additional support of a series that has received previous production support from NEH, a complete program must be submitted as the sample.

Submit the sample on a **single** DVD (standard definition) or **single** CD, or through an embedded URL. If a sample is on DVD or CD, submit eight copies. Samples may include a completed program, a reel of clips, and/or a work in progress, but all must be contained on a single DVD or CD. Samples will not be retained by NEH; nor will they be returned to the applicant. See the additional instructions in the “How to Submit Samples” section below.

Create an attachment section describing the sample and indicate the roles played by members of the media team.

If the project includes secondary digital media components, include an example of previously completed work from the principal members of the digital team. We would like to have this work available through a URL included in the application but would also accept a DVD, if that is a more appropriate format. Clearly indicate that this URL is your digital work sample. Identify the project personnel who worked on this sample and, if relevant, include additional information on the audience or distribution of the work sample. If you are submitting a DVD, see the additional information in the “How to Submit Samples” section below.

9. **Budget**

Using the instructions and the sample budget, complete the budget form (MS Excel format) or a format of your own that includes all the required information. (You can find links to the budget instructions, sample budget, and budget form on the [program resource page](#).) Submit your budget in a font of at least eleven points. If you wish, you may include separate pages with notes to explain any of the budget items in more detail. You should retain a copy of your budget form.

If your institution is claiming indirect costs, submit a copy of its current federally negotiated indirect-cost rate agreement. Do not attach the agreement to your budget form. Instead you must attach it to Form 5, the Budget Narrative Attachment Form. (See the instructions for Form 5 in the Application Checklist at the end of this document.) Alternatively, you must attach a statement to Form 5, explaining a) that the applicant institution is not claiming indirect costs; b) that the applicant institution does not currently have a federally negotiated indirect-cost rate agreement; c) that the applicant institution is a sponsorship (umbrella) organization, which will charge an administrative fee of 5 percent of the total direct costs; or d) that the applicant institution is using the government-wide rate of up to 10 percent of the total direct costs, less distorting items (including but not limited to capital expenditures, participant stipends, fellowships, and the portion of each subgrant or subcontract in excess of \$25,000).

- **Compensation**

Identify all key project personnel by name on the budget form, and note the number of days that each of them will contribute to the project. Indicate in the budget if any of these individuals will perform different and separately budgeted functions.

Compensation for key project positions, such as the project director, producer, director, and scriptwriter, will be considered as fixed fees for service, even though the amount of compensation requested is calculated on the basis of the projected length of the project.

- **Department of Labor regulations**

U.S. Department of Labor regulations require that all professional performers, scriptwriters, and related or supporting professional personnel employed on projects or productions supported in whole or in part by NEH be paid not less than the minimum union or guild rates.

A copy of the applicable regulations, “Labor Standards on Projects or Productions Assisted by Grants from the National Endowments for the Arts and Humanities,” may be accessed [online](#) or obtained from NEH’s Office of Grant Management, 400 Seventh Street, S.W., Washington, D.C. 20506 (202-606-8494).

- **Equipment**

Normally, NEH does not allow the purchase of equipment, but applicants may use their own equipment and include charges for this use, subject to the following:

- for equipment and facilities that are not fully depreciated, determine actual costs on the basis of the acquisition costs, divided by the useful life, times the period of use on the project; and

- for equipment and facilities that have been fully depreciated, charges to operate the asset, including the cost of maintenance, insurance, and other related expenses, are allowable.
- **Administrative fee in lieu of indirect costs for sponsoring organizations**

Under certain circumstances, a nonprofit organization may sponsor an independent producer, filmmaker, or group that, without tax-exempt status, is not eligible to apply directly for a grant from NEH. The sponsoring organization, also called an “umbrella” organization, may provide the project with accounting services, office and editing facilities, fundraising assistance, and other administrative support, but may not carry out the project activities itself. Under this arrangement the sponsoring organization is considered the grantee of record and assumes all attendant responsibilities of a grantee. For further information, please see [Requirements for Grant Recipients that Serve as Sponsors of Projects](#).

NEH will allow a sponsoring organization to recover its costs for administering the award by charging an administrative fee of 5 percent of total project costs. This administrative fee may be charged instead of negotiating an indirect-cost rate with NEH.

Applicants that are sponsoring organizations and wish to budget for the 5 percent administrative fee should do so in the “indirect costs” section of the NEH budget form.

HOW TO SUBMIT YOUR APPLICATION

The application must be submitted to Grants.gov. Links to the Grants.gov application package and instructions for preparing and submitting the package can be found on the [program resource page](#).

HOW TO SUBMIT SAMPLES

If your sample is not available at a URL, please send **eight copies**. Each copy of the sample (both the case and the disk) must be labeled with the name of the project director, the name of the applicant institution, the title of the project, and the title of the work sample. Send the sample to:

Grants for Media Projects
Division of Public Programs
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506
202-606-8269

NEH continues to experience lengthy delays in the delivery of mail by the U.S. Postal Service, and in some cases materials are damaged by the irradiation process. We recommend that samples be sent by a commercial delivery service to ensure that they arrive intact by the receipt deadline.

DEADLINES

Applications must be received by Grants.gov on or before January 14, 2015, for projects beginning in August 2015. Grants.gov will date- and time-stamp your application after it is fully uploaded. Applications submitted after January 14, 2015, will not be accepted. Samples must also arrive at NEH on or before January 14, 2015, to be considered as part of the application.

V. Application Review

Applications are evaluated according to the following criteria:

1. **Humanities content**

The likely contribution of the project to public understanding of the humanities, including the significance of the subject and the humanities ideas; the quality and relevance of the humanities scholarship informing the project; and the extent to which the project offers an analytical perspective on the themes and ideas that underlie it.

2. **Creative approach and format**

The quality of the storytelling and audiovisual approach of the program as described in the script or treatment; and the likelihood that the chosen format(s) will effectively convey the humanities content to the audience in an engaging and thoughtful manner.

3. **Audience**

The appeal of the subject to a general audience, the accessibility of the ideas, and the quality of the project's distribution plan. The likely effectiveness of the proposed audience evaluation for measuring the project's reach and impact.

4. **Project resources**

The appropriateness of the materials and resources that support the project's interpretive themes and ideas.

5. Media team and humanities advisers

The experience and demonstrated technical skills of the media team, the quality of the team's previous work, and the likelihood of timely and successful completion of the proposed project; evidence that institutional partners will collaborate effectively. The qualifications and potential contributions of the advising scholars.

6. Script, treatment, and/or design document, and work sample

The thoroughness of the script, treatment, and/or design document, the quality of the work sample, the appeal of the content, and the significance of the take-away ideas to be conveyed by the program.

7. Work plan

The likelihood that the applicant will achieve the project's goals in a timely and efficient manner.

8. Budget

The appropriateness and reasonability of the project's costs.

All other considerations being equal, the program will give preference to projects that provide free access to materials produced with grant funds.

Review and selection process

Knowledgeable persons outside NEH will read each application and advise the agency about its merits. NEH staff comments on matters of fact or on significant issues that otherwise would be missing from these reviews, then makes recommendations to the National Council on the Humanities. The National Council meets at various times during the year to advise the NEH chairman on grants. The chairman takes into account the advice provided by the review process and, by law, makes all funding decisions. More details about NEH's review process are available [here](#).

VI. Award Administration Information

System for Award Management Entity records

The Federal Funding Accountability and Transparency Act (FFATA) requires federal agencies to make information about the expenditure of tax funds available to the public. To facilitate this, an applicant organization must maintain current information in its Entity record in the System for Award Management (SAM). You must therefore review and update the information in your Entity record at least annually after the initial registration, and more frequently if required by changes in your information or another award term. In order for you to apply for an award via Grants.gov, receive an award, or receive payment on an award, the information in your Entity

record must be current. You can update your organization's Entity record [here](#). You may need a new SAM User Account to register or update your Entity record.

Award notices

Applicants will be notified of the decision by e-mail in August 2015. Institutional grants administrators and project directors of successful applications will receive award documents by e-mail in September 2015. Applicants may obtain the evaluations of their applications by sending an e-mail message to publicpgms@neh.gov.

Administrative requirements

Before submitting an application, applicants should review their [responsibilities as an award recipient](#) and the [lobbying certification requirement](#).

Award conditions

The requirements for awards are contained in the [General Terms and Conditions for Awards](#), any specific terms and conditions contained in the award documents, and the proposed [OMB Uniform Guidance](#) document (PDF).

Reporting requirements

A schedule of report due dates will be included with the award documents. Reports must be submitted electronically via [eGMS](#), NEH's online grant management system.

Interim and final performance reports will be required. Further details can be found in [Performance Reporting Requirements](#).

A final [Federal Financial Report](#) (SF-425, PDF) and a program income report will be due within ninety days after the end of the award period. In addition, an annual program income report will be due for seven years following the end of the award period. For further details, please see the [Financial Reporting Requirements](#).

VII. Points of Contact

If you have questions about the program, contact:

Division of Public Programs
National Endowment for the Humanities
400 Seventh Street, SW
Washington, DC 20506
202-606-8269
publicpgms@neh.gov

If you need help using Grants.gov, refer to

Grants.gov: <http://www.grants.gov>
Grants.gov help desk: support@grants.gov

Grants.gov customer support tutorials and manuals:

<http://www.grants.gov/web/grants/applicants/applicant-resources.html>

Grants.gov support line: 1-800-518-GRANTS (4726)

Grants.gov [troubleshooting tips](#)

VIII. Other Information

Privacy policy

Information in these guidelines is solicited under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, 20 U.S.C. 956. The principal purpose for which the information will be used is to process the grant application. The information may also be used for statistical research, analysis of trends, and Congressional oversight. Failure to provide the information may result in the delay or rejection of the application.

Application completion time

The Office of Management and Budget requires federal agencies to supply information on the time needed to complete forms and also to invite comments on the paperwork burden. NEH estimates that the average time to complete this application is fifteen hours per response. This estimate includes time for reviewing instructions, researching, gathering, and maintaining the information needed, and completing and reviewing the application.

Please send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the completion time, to the Chief Guidelines Officer, at guidelines@neh.gov; the Office of Publications, National Endowment for the Humanities, Washington, D.C. 20506; and the Office of Management and Budget, Paperwork Reduction Project (3136-0134), Washington, D.C. 20503. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB number.

APPLICATION CHECKLIST

- ☐ **Verify and if necessary update your institution's record, or create an Entity record for your institution, at the System for Award Management (SAM).** Complete at least four weeks before the deadline.
- ☐ **Verify your institution's registration or register your institution with Grants.gov.** Complete at least two weeks before the deadline.
- ☐ **Download the application package from Grants.gov.** The [program resource page](#) on NEH's website has a direct link to the package. Alternatively, you can search Grants.gov for this program. (Note that Grants.gov tells you to download the "application instruction" as well as the "application package." The "application instruction" is this document, so there's no need to download it.) The program resource page also has a direct link to the instructions for completing the package.

□ **Complete the following forms contained in the Grants.gov application package.**

1. Application for Federal Domestic Assistance - Short Organizational
2. Supplementary Cover Sheet for NEH Grant Programs
3. Project/Performance Site Location(s) Form
4. Attachments Form—Using this form, attach the parts of your application as described in the guidelines:

ATTACHMENT 1: Table of contents (name the file “contents.pdf”)

ATTACHMENT 2: Narrative (name the file “narrative.pdf”)

ATTACHMENT 3: Script, treatment, and/or design document (name the file “script.pdf.”)

ATTACHMENT 4: Images, if applicable (name the file “images.pdf”)

ATTACHMENT 5: User-generated content, if applicable (name the file “usergeneratedcontent.pdf”)

ATTACHMENT 6: Bibliography (name the file “bibliography.pdf”)

ATTACHMENT 7: Résumés and letters of commitment, and if applicable letters of interest or commitment from broadcasters and distributors (name the file “resumesandletters.pdf”)

ATTACHMENT 8: Description of your sample (name the file “sample.pdf”)

ATTACHMENT 9: Budget (name the file “budget.pdf”)

5. Budget Narrative Attachment Form—Using this form, attach **only** a copy of your institution’s current federally negotiated indirect-cost rate agreement (or an explanation why you are not attaching such an agreement). (See the Grants.gov instructions for institutional applicants, which are available on the program resource page, for additional information.)

Your attachments must be in Portable Document Format (.pdf). We cannot accept attachments in their original word processing or spreadsheet formats. If you don’t already have software to convert your files into PDFs, many low-cost and free software packages will do so. You can learn more about converting documents into PDFs [here](#).

Upload your application to Grants.gov. NEH **strongly** suggests that you submit your application no later than 5:00 p.m. Eastern Time on the day of the deadline. Doing so will leave you time to contact the Grants.gov help desk for support, should you encounter a technical problem of some kind. The Grants.gov help desk is now available seven days a week, twenty-four

hours a day (except on [federal holidays](#)), at 1-800-518-4726. You can also send an e-mail message to support@grants.gov.